

Our Ref: RH/AGM 2020/Lett 8
14 December 2020



**To: Secretaries of Full Member and Associate Clubs
Secretaries of Associate Bodies
Members of Scottish Rugby Council and Scottish Rugby Board
Past Presidents
*Distribution by Email***

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scottishrugby.org

Dear Sir/Madam

**Scottish Rugby Union
Annual General Meeting 2020 – Stage 3**

1. Notification of Date for Resumed Meeting – Tuesday 22 December 2020 at 6pm

AGM Stage 2 was adjourned by the President, as Chair of the Meeting on 26 November 2020 to a further meeting on a date to be confirmed, and at which the Scottish Rugby Union financial statements for the 2019/20 financial year would be put before members.

Notice is hereby given on behalf of Scottish Rugby Union that Stage 3 of the Scottish Rugby Union AGM will take place on **Tuesday 22 December 2020 at 6pm.**

2. Order of Business and Meeting Arrangements

The resumed Meeting will be hosted on the Lumi virtual meeting platform.

The business to be conducted for Stage 3 of the Annual General Meeting is as previously intimated. The Order of Business is attached for ease of reference, together with procedure notes.

Details on how to participate will be circulated to members shortly. Copies of the Financial Statements are being circulated and will also be available shortly for download from the Scottish Rugby website.

Further information on the AGM and the supporting documentation is available via the following link:

<https://www.scottishrugby.org/about/annual-general-meeting>

If any Clubs/Associated Bodies wish further information with regard to the above, please contact Scottish Rugby's Head of Regulation, Graham Ireland (E: graham.ireland@sru.org.uk; M: 07764 178932).

Yours faithfully

**Robert Howat
Secretary**

Please note that all AGM correspondence can be found on the [AGM 2020](#) section of Scottish Rugby website. Go to: About Scottish Rugby → Governance → AGM

**STAGE 3 – TUESDAY 22 DECEMBER 2020 AT 6PM
LUMI VIRTUAL MEETING PLATFORM**

ORDER OF BUSINESS

- 1. Resumption of AGM & Welcome**
 - Quorum and Apologies
 - Notice of Meeting
 - Procedures

- 2. Financial Statements 2019/20**

- 3. Other Competent Business – Questions**

Notes:

Meeting Structure: Stage 3

1. Stage 3 will see the resumption of the adjourned Meeting and will cover the topics listed above.

2. The primary purpose of the Meeting is the placing of the audited financial statements of Scottish Rugby Union before the membership.

Questions

3. Members may have questions about the Financial Statements that they would like to ask at or, preferably, submit in advance of the Meeting.

Similar questions may be grouped together and answered in one response.

All questions which are received either prior to or during the Meeting will be posted on the Scottish Rugby website after the AGM, along with a response to each question or group of questions.

For administrative purposes to enable questions to be compiled and answers to be prepared, we would ask that questions be submitted in advance to the address below for no later than **12 Noon on Monday 21 December 2020:**

graham.ireland@sru.org.uk.

A form is available on the website for you to use, and a copy is attached to this Agenda for ease of reference.

The online platform does enable a question to be asked on the day, although this must be submitted electronically. Further details on how to do so will be provided with the log-in information.

ANNUAL GENERAL MEETING – STAGE 3

TUESDAY 22 DECEMBER 2020

Should you wish to raise a question at Stage 3 of the 2020 AGM being held on the virtual meeting platform, please complete and return the form below **by 12 noon on Monday 21 December 2020**.

The form should be returned to Graham Ireland, Head of Regulation, (please email the form to: graham.ireland@sru.org.uk).

Questions should be relevant to the items of business scheduled for Stage 3 of the Meeting.

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| Name of Club / Associated Body: | |
| Q1. | |
| Q2. | |

Signed _____

Name (PRINT) _____

Position _____

Date _____

Telephone _____